



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SR. PUBLIC HEALTH INVESTIGATOR  
(Multiple Positions)

Posting Number

PN# 106526

Department

Health & Human Services Department

Division

Communicable Disease

Section

HIV/ STD Prevention

Reporting Location

8000 N. Stadium

Workdays & Hours

M – F, 8 a.m. – 5 p.m.\*

\*Subject to change

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs disease intervention activities relating to the control of communicable disease among residents of the city. Assists Public Health Investigator Supervisor in the training of new Public Health Investigators and other personnel involved in disease intervention activities relating to the Communicable Disease control Program.

### **CORE FUNCTIONS**

- Conducts confidential interviews and assessments of clients diagnosed with a communicable disease.
- Performs field activities with clients and motivates them to seek appropriate treatment and follow-up.
- Documents all activities and reports on required format within assigned deadline.
- Maintains accurate and up-to-date information (including progress notes) and inputs information in the Computerized Patient Care Data Management System.
- Creates and maintains accurate and up-to-date client files in a confidential manner.

### **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, sitting and standing; some stooping and bending required. Occasional moderate lifting of boxes or audio-visual equipment up to 40 pounds may be required.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Social Sciences, Physical Sciences, Public Health or a closely related field.

### **MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of experience in the public health field is required. Pertinent professional experience in the public health field may be substituted for the above educational requirement on a year-for-year basis.

### **MINIMUM LICENSE REQUIREMENTS**

Must have a Valid Texas Driver's license in compliance with the City of Houston's policy on driving (AP 2-2).

### **PREFERENCES**

Preference will be given to applicants with prior public health and/or HIV prevention experience.

### **SELECTION/SKILLS TESTS REQUIRED**

The candidate will be asked to do a short writing exercise as part of the interview.

### **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

### **GRANT FUNDED POSITION**

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 16

\$1,145 - \$1,207 Biweekly

\$29,770 - \$31,382 Annually

### **OPENING DATE**

August 24, 2005

### **CLOSING DATE**

OPEN UNTIL FILLED

### **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Device for the Deaf) Phone Number (713) 837-9471.

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